



# SUMMIT CHARTER SCHOOL

370 MITTEN LANE, CASHIERS, N.C. 28717 Phone: (828) 743-5755 Fax: (828) 743-9157

## **Business Officer**

2022-23 School Year

### **Position Description**

Summit Charter School is currently seeking applications for a full-time Business Officer to begin in August 2022.

#### **NATURE OF WORK**

The Business Officer is vital to the financial and business operations of the school in fulfilling Summit's mission. The Business Officer reports directly to the Head of School.

#### **JOB RESPONSIBILITIES**

- **Accounts Payable:** Compile accounts payable packets on a weekly basis and coordinate with Acadia Northstar to process payments
- **Accounts Receivables:** Process billing for all applicable school activities and fees (ie, after school clubs, field trips, technology special events)
- **Audit Management:** Prepare, maintain, and provide all required records for the school's annual audit.
- **Bid Management:** Manage bidding process for vendor contracts exceeding \$2,000
- **Budget Management:** Code all invoices to the correct budget and verifying funding is available for approved purchases; report to the Head of School any concerns regarding the budget; re-classify any budget funds authorized by the Head of School; assist the Head of School with information needed to compile data for the following year's budget.
- **Deposit Management:** Complete weekly bank deposits and coordinate processing of deposits with Acadia Northstar
- **Grant Accounting:** Deposit grant funds, track expenditures, and prepare year-end financial reports
- **Human Resources Management:** Maintain and ensure compliance of all personnel records
- **Payroll:** Process payroll on semi-monthly basis in coordination with Acadia Northstar; set up automatic Payroll deductions for any employees who wish to participate; review all quarterly payroll reports
- **Purchasing:** Place all orders for the school with authorized purchase orders from the Head of School; monitor supply closet and purchase as necessary to maintain stock of supplies
- **Risk Management:** Manage the purchasing and maintenance of liability and property insurance for the protection of the school, its board members and employees, and all school property
- **School Administrative Responsibilities:** Attend and participate in Board meetings and board committee meetings as requested by the Head of School; participate in all school administrative team meetings; perform other administrative responsibilities as assigned by the Head of School
- **Vendor Contracts:** Sign on all vendor contracts associated with the school.

## MINIMUM TRAINING AND EXPERIENCE

- Experience in accounting, finance, and/or business operations in education or non-profit organizations
- Bachelor's degree (preferred)

## About Summit

Started in 1997, Summit strives to deliver a personalized education that addresses the needs of the “whole child” through an array of opportunities in core instruction, the arts, technology, charter education, and service learning. As a *public* charter school, Summit offers a choice for parents, students, and educators who want an emphasis on self-directed learning and active participation in the learning process. Key design elements include: small class sizes, individualized instruction, experiential education programs, character development, parent volunteerism, and meaningful community engagement.

*Summit recognizes the social and educational value of a diverse leadership, staff, and student community. To that end, we actively seek and encourage employee applications from qualified individuals representing diverse social, ethnic, and racial groups.*

## Our Mission

The Summit Community engages students in learning experiences that stimulate discovery, inspire excellence, and nurture a positive influence in an ever-changing world. The Summit Experience equips our students with a level of confidence that invokes success, self-worth, and the opportunity to thrive in all endeavors. Our graduates are academically prepared, engaged in community, and strong in character.

## Salary & Benefits

Summit Charter School offers a competitive salary in sync with the North Carolina Public School scale. Benefits include employee coverage of health insurance premiums (currently under the State plan with Blue Cross Blue Shield), percentage matching (up to 3%) of contributions made to an individualized TIAA CREF retirement portfolio, contributions to an employee life insurance premium, and participation in AFLAC insurance offerings.

## Contact Information

Interested candidates should send a cover letter, resume, and list of three professional references to Kurt Pusch, Summit Charter School, 370 Mitten Ln, Cashiers, N.C. 28717, or send as an attachment document to [kpusch@summitschool.org](mailto:kpusch@summitschool.org).

For more information about Summit Charter School, please visit our website at [www.summitschool.org](http://www.summitschool.org).